

# *The Governor's School for Agriculture Safety Plan Draft for 2023-2024*

*Prepared for School Faculty and Staff*

**DRAFT\***

\*The final draft of this Safety Plan will be submitted to the Board of Directors for review and approval at their September 2023 meeting.

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## **INTRODUCTION**

The Governor's School for Agriculture at John de la Howe is a state-funded, public, residential high school focused on providing a unique and challenging agricultural education program. Our school, the first statewide program of its kind in the nation, will allow students to receive hands-on training in the fields of agriculture, agribusiness, forestry, land management, food science, and more - all aimed at assessing the needs of modern farms.

The Mission of the Governor's School for Agriculture at John de la Howe is to provide quality agricultural education that will enable its students to be the state's future leaders in agribusiness, business, and education.

The Vision of the School is to offer a rigorous agricultural education program that will challenge motivated high school students to develop their interest in agriculture and natural resources by providing classes and hands-on learning opportunities in agribusiness.

The campus is located in scenic McCormick County, South Carolina and consists of over 1,300 rural acres of farm, forest, and school grounds established in the will of Dr. John de la Howe in 1797. The campus has been a residential school for children of South Carolina throughout its long history. This emergency plan of operations provides a basis of information and response for students, staff, faculty, and visitors in the event of an emergency. This plan is a basic guide for response and is presented with the understanding that each crisis is dynamic and unique, and decisions must sometimes be made quickly while under duress.

## **PROMULGATION, APPROVAL, AND IMPLEMENTATION**

The Governor’s School for Agriculture at John de la Howe Emergency Operations Plan provides guidance for response to administrators, staff, faculty, students, and visitors during critical incidents. It also is designed to provide a framework for ongoing, preparatory training for the administration to enhance reaction during emergencies. This plan was developed under the guidelines provided by the South Carolina Department of Education, the U.S. Department of Education, and the Federal Emergency Management Agency (FEMA). This plan is intended to be adaptable to incident dynamics, used as a guide of reference, and revised as appropriate.

This Emergency Operations Plan applies to all staff, faculty, students, and visitors of the John de la Howe School for Agriculture. It was written by the School Resource Officer and reviewed and approved by the school administration. The plan will be shared with supporting and responding agencies. Each department of the school is assigned responsibilities within this plan are responsible for on-going training in their respective areas of response. Modifications and revisions to the plan will be documented in the Record of Changes section.

This Emergency Operations Plan for The Governor’s School for Agriculture at John de la Howe is hereby approved and authorized to become effective immediately upon the signing of the members of leadership noted below.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Timothy Keown, President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Melissa Simpson, Finance and Business

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Tony Baughman, Director of Public Relations

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Scottlyn McCullough, Executive Assistant and Marketing

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Kinsley Miller, Director of the Education Center

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Gregory Thompson, Principal

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dana Martin, Director of Residential Life and Human Resources Liaison

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Scott Mims, Director of Facilities and Campus Projects

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Anne Horne, BSN, RN, NBCT School Nurse

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Hugh Bland, Chairman of the Board of Directors**

## **SECTION I**

### **EMERGENCY MANAGEMENT AND RESPONSE**

When an incident occurs that creates a campus emergency, a standard operating procedure must be implemented to effectively respond and restore safety as quickly as possible. An Emergency Response Team (ERT) will be established to act as the directorate of these prescribed counter measures.

#### **I. ROLE OF THE EMERGENCY RESPONSE TEAM**

##### **A. Team Members:**

1. President
2. Principal
3. Director of Business and Finance
4. Media/Public Relations Specialist
5. School Resource Officer
6. Director of Facilities
7. IT Specialist
8. Maintenance Director
9. Human Resource Director
10. Grounds Director
11. Director of Student Services
12. School Nurse

## **B. Duties of the ERT during an Emergency**

1. Provide for the safety of all students, staff, and visitors
  - a. Follow the standard operating procedures identified in the Governor's School for Agriculture Safety Plan.
  - b. Provide appropriate ongoing, regular, communication and training to all campus members regarding the School Safety Plan.
2. Provide immediate action based on informed decisions relevant to restoration of safety and security to the students, staff, and visitors.
  - a. Identify the emergency and classify the nature and extent of the threat.
  - b. To what extent is the threat of life or serious physical harm?
  - c. To what extent is the threat of significant property damage and especially how this relates to the safety of the campus?
3. As appropriate, share accurate communication with relevant agencies, public media, and parents.

## **C. The initial Security Committee**

1. The committee will be appointed by the President.
2. The team will meet as needed and as directed.
3. A description and itemization of priorities will be established.
4. Notes from each meeting will be completed by the designee of the team leader.

5. Minutes and recommendations will be submitted to the President

## 2. RESPONSIBILITIES OF THE ERT MEMBERS

### A. President

1. Oversee, administrate, and coordinate actions of the ERT.'
2. Act as chief administrator at the head of the chain of command during a declared emergency.
  - a. Assess incident and when indicated declare emergency.
  - b. Establish incident command center and establish emergency communications with ERT, law enforcement, emergency first responder services, other relevant agencies, public media, the board of directors and parents.
  - c. Direct and coordinate ERT activities throughout the incident making appropriate assignment of tasks.
  - d. Initiate the prompt and accurate dissemination of incident facts, response plans, and instructions for safety to staff and student body. Provide support by being as available and visible as the situation allows. Maintain a system of open communication with students and staff.
  - e. Receive visiting officials from service provider agencies.
  - f. Plan and implement post incident meetings with students, parents, staff, media, etc. When necessary, conduct coordinated, pre-planned reunification of students and staff with families.
  - g. Collect and record information gathered during incidents for reporting, accountability, and training purposes.

### B. Principal

1. Fulfill duties of President during absence of the President.
2. Coordinate communication between relevant agencies.
3. Monitor and coordinate task assignments and prepare progress reports.
4. Facilitate and monitor dissemination of appropriate information to affected staff, students, and parents throughout the emergency.
5. Coordinate post incident services and prepare letters outlining these available services to affected groups such as students, parents, and staff.

6. Coordinate the movement of staff and students to safe locations based on incident circumstances. Utilize buildings with emergency backup generators when appropriate.

### **C. Director of Finance and Business**

1. Implement an emergency expense plan which provides for immediate authorization of necessary purchases of services and supplies during, and after the incident.
2. Oversee and facilitate emergency purchases, orders, and deliveries of goods.
3. Maintain accurate financial records for post incident reporting to governmental agencies.

### **D. Public Information Officer**

1. Assist in the collection and timely distribution of concise and accurate incident information to the media, ensuring accuracy.
2. Act as emissary between administration and the media during the emergency, allowing the administration to focus on the incident at hand.
3. Monitor public media and social media correspondence relative to the incident. Monitor trends of gossip and false information and respond through the release of accurate reports.
4. Develop a network of newspapers, radio stations, television stations, social media networks, and respected community leaders and citizens through which accurate information can be shared and disseminated.
5. Coordinate press conferences at the direction of the President.

### **E. School Resource Officer**

1. Provide for the safety of the school campus, students, staff, and visitors by:
  - a. Immediate response to emergency incidents based on the nature of crisis.
  - b. Communicate with the McCormick County Sheriff's Office, Emergency Medical Services, local Fire Departments, S.C. Department of Natural Resources, and other first responder agencies as appropriate to coordinate emergency plans and counter measures.

- c. Based on the nature of the emergency:
  - i. Continue patrols, confronting suspicious persons, moving staff and students to safe locations out of harm's way, directing movements of other first responders on site, search for injured or missing persons, administer first aid and direct emergency services to the wounded.
  - ii. Observe and report potential safety hazards such as downed power lines, fires, etc. Secure hazardous areas and direct emergency, utility, and maintenance services to areas of need.
- d. Coordinate emergency communications between administration, emergency services, and law enforcement.
- e. Establish and maintain the campus safety plan.

## **F. Director of Facilities and Maintenance**

1. Oversee all responses relative to the physical operation of the campus.
2. Direct the repair necessary to the continued operation of the campus during an emergency incident.
3. Coordinate communication of information with assisting agencies, especially fire departments and utility services.
4. Assist responding emergency services by providing direction and information on campus layout, available and disabled services and utilities.
5. When safe, inspect campus for safety related damages and report findings.
6. Maintain and regularly test all campus alarm systems and maintain a recorded history of tests, results, and repairs.
7. Maintain clear roadways and emergency access points at all times.
8. During an emergency incident and when it is safe to do so, use available equipment and manpower to clear roadways and emergency access points.
9. Assist emergency and utility services as appropriate, utilizing available equipment and manpower.

## **G. Information Technology Director**

1. Develop and implement an emergency IT communications plan.
  - a. Provide for emergency communications to include use of handheld radios, telephone, email, cell phones, etc.
  - b. Provide for a system of effective emergency communication during electrical power outages.
2. Implement regular, systematic testing of emergency communications systems and maintain a record of testing and results.
3. Provide on-going technical support during an emergency.

#### **I. Human Services Liaison**

1. During the incident, make available relevant personnel information to emergency services in the event staff members are injured.
2. During the emergency receive and document information regarding employee injuries in order to facilitate and expedite insurance and workers' compensation insurance matters.
3. Provide post incident information to staff regarding available services and special benefits.

#### **J. Director of Residential Life**

1. During the incident, make available relevant student information to emergency services in the event students are injured.
2. During the emergency, receive and document information regarding student injuries in order to facilitate and expedite service and subsequent insurance matters.
3. Assist in the reporting of information regarding the emergency and status of individual students to parents.

#### **K. School Nurse**

1. Provide immediate medical assistance to injured students and staff.
2. Assist responding emergency service providers.
  - a. Apply identification labels to injured individuals noting special pre-existing medical conditions when feasible.
  - b. Assist emergency services in maintaining a record of those injured, nature of the injury, and to which hospital they were transported. Report this information to the Human Services Liaison and Director of Residential Life.

3. Provide information to students and families regarding post incident services that are available.
4. Provide ongoing training to staff and students in First Aid, CPR, and other health and safety related topics.

All other staff members are to immediately report pertinent observations to their immediate supervisor and await special instructions.

### **3. CONTINUUM OF RESPONSE**

#### **A. Level I Response:**

1. These are incidents that commonly occur that are normally addressed and resolved by teachers, resident assistants, principal, up to the SRO.
  - a. Examples would be verbal arguments, petit theft, vandalism, out of place, curfew violations, minor fights, minor injury to staff or student, suspicious person, and accidents.
  - b. Incidents which pose no significant threat to the safety of staff and students and are limited to individual behaviors.
2. These types of incidents are recorded and reported according to policy but do not require the immediate attention of the ERT.

#### **B. Level II Response:**

1. These are incidents of a more serious nature which require the involvement of the ERT and immediate notification of the President.
  - a. Examples would be a reported sexual assault, fires on campus, multiple fights, significant injury or death of a student or staff member, known intruder on campus, possible threat of violence on campus, epidemic type illness on campus, hazardous weather damage, power outages, missing student, or staff member, etc.
  - b. Incidents which have already occurred involving staff or students, or the potential threat to the safety of the staff or students.
  - c. Environmental threats due to weather related events, earthquakes, fire, pandemic

disease, etc.

2. The ERT will also address off-campus incidents involving students and or staff.

### **C. Level III Response:**

1. These are incidents of a critical nature involving immediate and sustained ERT response.
  - a. Examples would be tornado destruction on campus, earthquake damage, violent crime, active shooter, local, state, or national emergency, death on campus, chemical spills, pandemics, explosions, etc.
  - b. Incidents which pose serious, long-term threats to the safety of the staff, students, and campus.
2. These incidents require coordination of all campus sectors and outside agencies.

### **D. Post Incident Response**

1. The ERT will continue to manage to resolution each incident requiring its involvement.
  - a. These actions will include but not limited to the following:
    - i. Continued medical treatment of staff and students remaining on campus. Follow-up medical treatment to those returned to campus. Continued monitoring of those transported to hospitals or released to families.
    - ii. Provisions for appropriate counseling to those in need.
    - iii. Consideration for financial needs of displaced staff and students.
    - iv. Coordination with utility providers for prompt restoration of services.
    - v. Timely plans and repair of physical damage to structures.

## **SECTION 2**

### **SAFETY SECTORS AND ACCESS MANAGEMENT**

The Governor's School for Agriculture at John de la Howe consists of over 1,300 acres of farmland, residential settings, forests, and shoreline. While posing a challenge, the necessity for safety management is even more crucial especially considering the nature of work and functions that will be

occurring on campus. Students and staff will be operating heavy machinery, power tools, and working with livestock. Sectors will be assigned based on the type of area and the staff member responsible for that area will be referred to as the Sector Monitor. Examples of a Sector Monitor are teachers assigned to a group of students either in the classroom or field, the lead supervisor of a maintenance crew replacing electrical wiring in a building, or a residential assistance in a female student dorm during a school night. Proper planning, training, and supervision is essential to the safety of all personnel on campus.

In the event of a significant injury, the staff member assigned to the sector where the injury occurs is responsible for notifying the campus security, and 911 emergency services if necessary. Injuries involving students are to immediately be reported to the Principal during school hours or the Director of Residential Life after hours. Injuries to staff members are to be immediately reported to the immediate supervisor and the Human Services Liaison. During drills, alarms, or lockdowns, the sector monitor will be responsible for evacuation to safety or shelter, shelter in place, and accounting for staff and/or students. Emergency Rally Points have been established for each sector. These Rally Points will be utilized during an emergency as a preliminary reunification site. The sector monitor will direct students and staff to these Safety Rally points when it is safe to do so.

In view of the ever-increasing threat of intruders causing harm in schools across our nation, access to our campus will be managed by three primary methods, the visitor check point at the main entrance, video surveillance, and patrols. All staff and students are encouraged to remain vigilant and “if you see something, say something.”

## **MAIN CAMPUS**

### **A. Sectors, Assignments, and Emergency Rally Points.**

- a. L.S. Brice School and cafeteria.
  - a. The principal is the primary sector monitor.
  - b. Instructors are responsible for their respective classes.
2. Residence Halls
  - a. Resident Assistants are the primary sector monitor during after school hours.
  - b. It should not be common for students to be in residence halls during the school day.  
The Director of Residential Life will be responsible for clearing residence halls should a

significant incident occur during school hours.

- c. Currently, residence hall sectors can be divided into male residence and female residence.

### 3. Administrative Offices

- a. Each department head is the primary sector monitor for their sections.
- b. Department heads will coordinate efforts to insure all staff are accounted for safely.
- c. Most administrative offices will be in the President's House and Business Office. The remainder are in the John Shiflet Family Life Center and the Maintenance and Farm Office.

### b. Wellness Center

- a. The School Nurse is the primary sector monitor for this building.
- b. The President will appoint an assistant to act as the primary sector monitor when the School Nurse is required to respond to medical emergencies.

### c. Residences on Campus

- a. The adult occupants of each residence on campus are the primary sector monitors for each home.
- b. These sector monitors are responsible for all occupants of their respective homes.

## **B. Main Campus Safety Sectors and Emergency Rally Points Defined.**

1. These areas include student residential halls, administrative buildings, academic buildings, employee residences, the Wellness Center, and the Chapel.
2. These are structures occupied by students and/or staff at any given time and are located in the immediate area of the main campus.
3. Main Campus Sector I:
  - a. This sector includes residence halls and residential structures along Branch Drive from the Main Entrance on Highway 81 to the fork of Tomb Road and Branch Drive. (See Main Campus Safety Sector Map.)
  - b. The Emergency Rally Point for this sector is the house located at 148 Branch Drive. (See Main Campus Safety Sector Map.)
4. Main Campus Safety Sector II:
  - a. This sector includes residence halls, residential structures, and administrative buildings along Branch Drive from the fork of Branch Drive and Tomb Road to De La Howe

Family Circle. It also includes the first two residential structures on Tomb Road and the northern quarter of the De La Howe Family Circle. (See Main Campus Safety Sector Map.)

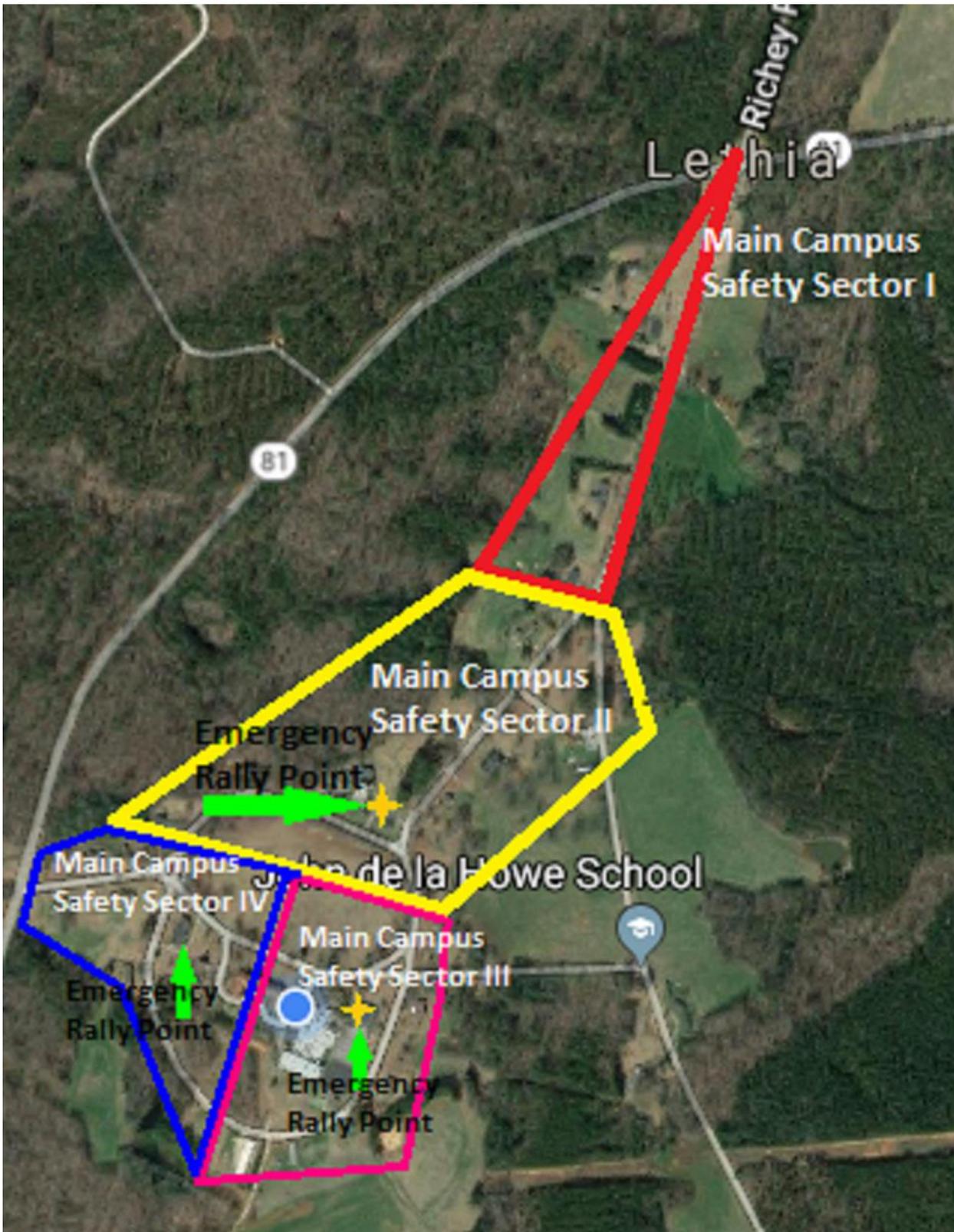
- b. The Emergency Rally Point for this sector is the John C. Shiflet Building. (See Main Campus Safety Sector Map.)

5. Main Campus Safety Sector III:

- a. This sector includes residence halls, L.S. Brice School, the cafeteria, gymnasium, laundry building, greenhouse, tractor shed, and the eastern half of De La Howe Hall. These structures are located on the southeastern portion of the De La Howe Family Circle. (See Main Campus Safety Sector Map.)
- b. The Emergency Rally Point for this sector is the cafeteria. (See Main Campus Safety Sector Map.)

6. Main Campus Safety Sector IV:

- a. This sector includes residence halls, the Presidents House, the western half of De La Howe Hall, Chapel, and Wellness Center along the southwestern portion of the De La Howe Family Circle. It also includes the residence halls on Gettys Road between the De La Howe Family Circle
- b.
- c. and the secondary entrance from Highway 81. (See Main Campus Safety Sector Map.)
- d. The Emergency Rally Point for this sector is the Wellness Center. (See Main Campus Safety Sector Map.)



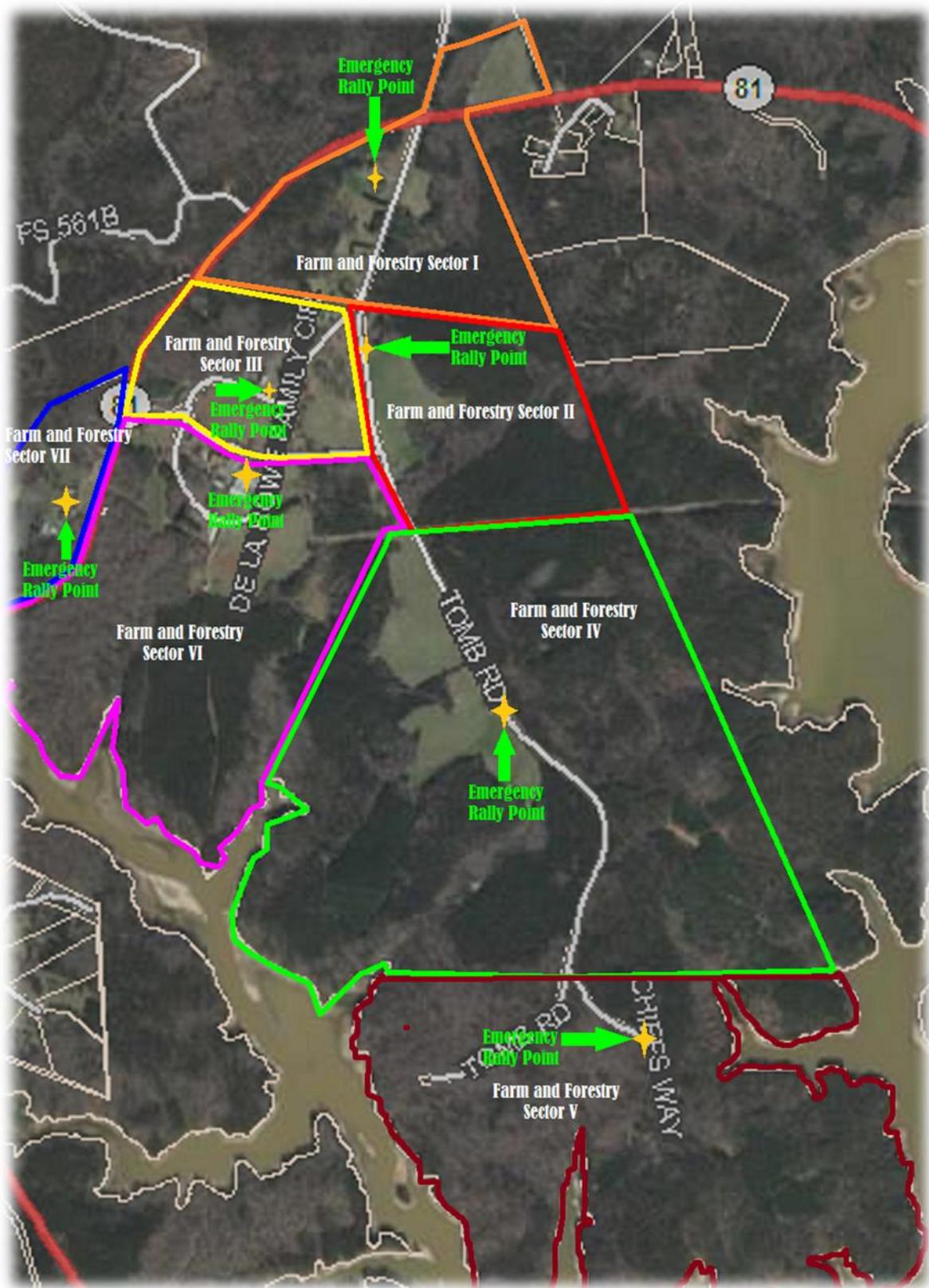
**Main Campus Safety Sector Map**

**Farm and Forestry Areas**

**C. All students participating in farm and forestry labs will always be under the direct supervision of faculty and/or staff. Those faculty and staff members are the primary sector monitors for their location.**

1. “Shelter in place” in these locations may consist of natural cover depending on the type of emergency as evacuation may not be feasible. Personnel may have to use trees, ditches, farm equipment, barns, sheds, etc. for shelter in extreme circumstances.
2. Farm areas also include barns, sheds, storage and equipment buildings.
3. Farm and Forestry Safety Sectors and Emergency Rally Points Defined:
  - a. Farm and Forestry Sector I
    - i. This area of livestock pastures, forest, barns, sheds, garden area, and pear orchard is located on Branch Drive from Highway 81 to the fork of Branch Drive and Tomb Road. It also includes a hayfield and old hog barn on the northeastern corner of the intersection of Highway 81 and Richey Road.
    - ii. The Emergency Rally Point for this sector is the house located at 148 Branch Drive. (See Farm and Forestry Sector Map)
  - b. Farm and Forestry Sector II
    - i. This area of livestock pastures, forest, barns, sheds, and pecan orchard is located on Tomb Road from the fork of Branch Drive and Tomb Road to the red security gate on Tomb Road.
    - ii. The Emergency Rally Point for this sector is the Maintenance and Farm Office building located at 146 Tomb Road. (See Farm and Forestry Sector Map)
  - c. Farm and Forestry Sector III
    - i. This area of forest, livestock pasture and fields is located between the western side of Branch Drive and Highway 81 from the fork of Branch Drive and Tomb Road to Gettys Road. Gettys Road forms the southern terminus of this sector.
    - ii. The Emergency Rally Point for this sector is the John C. Shiflet Building. (See Farm and Forestry Sector Map)
  - d. Farm and Forestry Sector IV:
    - i. This area of forest, livestock pastures, hay fields, forest, barns, stables, cabin, sawmill, and ponds is located along both sides of Tomb Road from the red security gate to Chief’s Way.
    - ii. The Emergency Rally Point for this sector is the cabin located on Tomb Road. (See Farm and Forestry Sector Map)

- e. Farm and Forestry Sector V:
  - i. This is an area of forest, walking trails, historic sites, and protected forest located along both sides of Tomb Road from Chief's Way to the shoreline beyond John de la Howe's tomb. It is also the area along Chief's Way to the shoreline beyond the old Wilderness Program cabins.
  - ii. The Emergency Rally Point for this sector is the administrative building of the Education Center. (See Farm and Forestry Sector Map)
- f. Farm and Forestry Sector VI:
  - i. This is the area of forest, hayfields, greenhouse, tractor shed, pond, and swine lot located behind the L.S. Brice School, from Highway 81 eastward and the River Road to the shoreline.
  - ii. The Emergency Rally Point for this sector is the cafeteria. (See Farm and Forestry Sector Map)
- g. Farm and Forestry Sector VII:
  - i. This is the area of forest, fields, pond, barns, livestock pastures, maintenance building, residences, and Dairy Barn located on Highway 81 from the secondary entrance westward to the Little River and northward to the property boundary.
  - ii. The Emergency Rally Point for this sector is the Dairy Barn. (See Farm and Forestry Sector Map)



Farm and

Forestry Safety Sector Map

**D. Access Management**

## **Visitor Management Policy**

### 1. The Welcome Center – Main Entrance

- a. All incoming traffic will enter the campus through the Welcome Center checkpoint located at 129 Branch Drive. Staff, faculty, students, volunteers, and approved contractors will use the assigned ID/Key cards to access entry through the security gates by scanning their ID at the card readers.
- b. Visitors and guests without appointments will check into campus at the Welcome Center by submitting their driver's license or state identification to the security officer on duty.

- 1. The Security Officer at the Welcome Center will screen each visitor and scan the visitor's driver's license or state ID through the RAPTOR visitor management program to determine if the visitor is listed on the national sex offender registry.
- 2. Access to campus will be denied if the identification scan indicates the visitor may be on the sex offender registry. Law enforcement may be notified as well.

- i. There may be instances where the system indicates the visitor is listed on the sex offender registry where they have a quite common name, such as John Smith.

- ii. In these cases the Security Officer will review the photo, date of birth, height, weight, and other identifiers to clarify the information provided.

- 3. Visitors approved for access will be issued a printed pass to display on their upper clothing which displays their name, photo, date and time of visit, and destination on campus.

- 4. Visitors will check out with the Security Officer on duty at the Welcome Center and return the visitor pass when exiting the campus.

- c. Guests visiting with appointments will have been pre-approved by staff members. The Welcome Center security officer should have prior email notification of these appointments.

## **Fire and Safety**

## **E. Inspections, Assessments, and Compliance**

1. The Governor's School for Agriculture is partnered with Chief Derek Adams of the Little River Volunteer Fire Department 3706 SC Highway 81, Mount Carmel, SC 29840, telephone number (864) 391-2298. Other Departments that are available for calls for service are the Sandy Branch Volunteer Fire Department (telephone 864-391-2020) and the Town of McCormick Volunteer Fire Department (telephone number 864-465-3211).
2. Routine inspections will be conducted in accordance with guidance provided by the State Fire Marshal's Office. Results will be recorded, and discrepancies corrected by our Facilities and Maintenance Department. The Governor's School for Agriculture is partnered with the Office of the State Fire Marshal. Marshal Tim Dixon is assigned to our district and can be reached at (803)605-0110.
3. Monthly Assessments will be conducted by the school safety officer and maintenance and facilities staff using guidance from the State Fire Marshal's Office and the Fire Safety Self-Assessment Form.

## **E. Alarm Signals for Buildings**

1. All students and personnel will be familiar with the alarm signals used for specific reasons. Drills and practices will be used to teach each of these alarms and the appropriate response to each alarm. The following alarms will be used for the stated emergency:
  - a. Fire: A continuous ringing of the fire alarm will signal immediate evacuation of the building, using the posted routes from each classroom and building.) The campus siren, text message, the Emergent 3(E3) cell phone application and email alerts as well as two-way radio messages will also be used. Fire drills will be conducted monthly.
  - b. Bomb or bomb threat: A continuous ringing of the bell, E3 cell phone application, campus siren, text message and email alerts as well as two-way radio messages will also be used. The principal will determine the status of threat and evacuation procedures.
  - c. Tornado or Inclement Weather: Short, intermittent ringing of the bell will signal that tornado or inclement weather procedures are to be followed. The E3 cell phone application,

campus siren, text message and email alerts as well as two-way radio messages will also be used. Tornado drills will be conducted during the spring semester and as determined by the Principal.

- d. Earthquake: Standard earthquake procedures will be followed in the classroom. Fire evacuation procedures will be followed in the second phase. The E3 cell phone application, text message and email alerts as well as two-way radio messages will also be used. Earthquake drills will be conducted during the fall semester and as determined by the Principal.
  - e. Specific threats such as suspicious intruder, active shooter, or nearby criminal activity announcements via the E3 cell phone application, handheld radio, email, and text messaging will be the alert for lockout and lockdown procedures during suspicious intruder, active shooter, or criminal activity. Active shooter drills will be conducted at least twice during the school year.
2. Upon notification of a drill or actual evacuation type alarm, sector monitors should have students leave the classroom or occupied area immediately in a quiet and orderly fashion. Lights should be turned off and doors should be closed and locked. Teachers/sector monitors should take class rosters, emergency evacuation backpacks, if available, and keys with them to the evacuation area. Once there, teachers should call roll to ensure that all students are present. Notify the administration immediately if anyone is missing.

## **F. Alarm Responses for Buildings**

1. Fire and Earthquake alarms are similar since they will all necessitate evacuation.
  - a. *Duck-Cover-Hold On* - The Duck-Cover-Hold On drill is used to prepare students for emergency situations in which the safest decision is to take cover inside a building. Typically, this form of drill would be designated as a tornado, earthquake, or hurricane drill. However, the established procedure could also be used in the event of a nuclear explosion. During a Duck-Cover-Hold-On drill, students take cover either underneath stable furniture in the classroom, safe room area, or along an interior wall of the building away from any windows. This drill is also used when outdoors.
  - b. *Evacuation* - Perhaps the most common type of emergency drill, the evacuation drill is used in either a fire or a bomb threat. During this drill, all staff and students are required to leave the building in an orderly, predetermined fashion and relocate to a designated site on the school grounds. Students will be under the supervision of staff/faculty at all

times.

2. Intruder on Campus or Severe Weather Approaching

- a. *Lockout Drill* - Schools should also practice reverse evacuation drills, in which students who are outside of the building will calmly but quickly enter.
- b. This type of drill prepares students for appropriate response in the event of either a severe storm or a dangerous intruder on the grounds.
- c. *Shelter in Place* - This type of drill would usually be used in conjunction with the Reverse Evacuation. In the event of a hazardous material leak or tornado, students would be directed to and remain in a safe area until evacuated.

3. Active Shooter or Criminal Activity on or near Campus

- a. *Lockdown* - Given the possibility of terrorist or criminal activity, schools have established the use of the Lockdown in order to provide staff and students with a plan of action in the event of terrorist or violent activity on the premises.
- b. During a lockdown, students must remain inside of their classrooms with the doors locked and the teacher or staff member observing from a safe location.

**G. Student Responsibilities to Alarms**

- 1. No matter what the alarm is, students must be attentive and cooperative.
- 2. Sector monitors/teachers should advise students to:
  - a. Stop what they are doing.
  - b. Listen for directions.
  - c. If they are assigned an emergency task, be ready to do it. (Shut the door, get the roll book, or turn off the lights.)
  - d. Follow the procedures that have been practiced and/or the designated routes. Check on others.
  - e. Walk quietly and calmly.
  - f. Go to the assigned meeting place outside the building; or, in a reverse evacuation, return to the classroom or designated safe area.
  - g. Stay quiet, answer the roll call, and listen for additional directions or for the All-Clear signal.

**G. Alarm Responses when Outside**

- 1. Due to the nature of our school, staff and students will spend substantial periods of time

outdoors.

2. Alarms in these locations will likely be received as E3 cell phone application, two-way radio broadcasts and text message alerts.
3. Responses to alarms in these situations will depend upon terrain and available structures. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during the responses.
4. “Shelter in place” may be the only available option.
5. Earthquake.
  - a. “Duck-Cover-Hold On” may be the safest decision to take during an earthquake since there may be no advance warning. “Shelter in place” may consist of finding shelter in a ditch, ravine, or other low-lying area away from falling debris.
  - b. Evacuation from an outside sector will be coordinated by the Sector Monitor.
6. Fire
  - a. Evacuation to a safe area will be under the direction of the Sector Monitor.
  - b. Vehicle evacuation will be utilized when safe to do so.
  - c. Sector monitors will conduct regular, brief instruction to staff and students during outdoor activities regarding evacuation procedures.
7. Bomb Threat
  - a. Shelter in place until the location of the threat is determined and eliminated.
  - b. Evacuate per instructions of ERT after law enforcement has cleared the area.
8. Tornado or Severe Weather
  - a. Advance warning of severe weather is normally conducted to provide for evacuation to prescribed shelters.
  - b. In the event of sudden onset of severe weather, shelter in place may be the best option. Seek refuge in low lying areas such as ditches and ravines in order to avoid flying and falling debris.

## **H. Safety Drills**

1. Drill series may start out with the regular fire evacuation drill, then move into the reverse evacuation or “Lockout” drill to get students back inside. Once there, move to the duck/cover/hold on, then to the lock down and shelter in place drills. When all classes have completed the drills, the all-clear signal will be given and the school returns to the normal schedule. Sector monitors will ensure that students and staff with accessibility or special needs

will be assisted directly or by a designee during drills.

2. Fire drills will be conducted monthly. Earthquake drills will be conducted during the Fall Semester or as determined by the Principal, usually in accordance with the Great Southeast Shakeout scheduled for October 19, 2023. Tornado drills will be conducted during the spring semester or as determined by the Principal.
3. Per statute, two Active Shooter drills will be conducted each school year. Based upon the scenario enacted, lockout, lockdown, evacuation, and shelter in place responses could be utilized. (All required drills were conducted last year and reported to school administration)
4. All school evacuations include the students and staff gathering at a specific, designated location. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations. Once gathered at the evacuation point, a Sector Monitor will account for all students and direct students to a location to board a bus or a different gathering area.
5. Required Drills Summary
  - a. Fire Drills will be conducted monthly.
  - b. Severe Weather Drills
    1. Earthquake Drills will be conducted each Fall in accordance with the Great Southeast Shakeout.
    2. Tornado Drills will be conducted each Spring in accordance with the South Carolina Emergency Management Division Statewide Tornado Drill.
  - c. Active Shooter Drills will be conducted twice per school year, one during the Fall Semester and the other during the Spring Semester.
  - d. Drills and compliance will be reported to the school administration and the School President at the completion of each drill.

## **I. Specific Threats Definitions, Announcements and Responses**

1. “Lockout”: An announcement by E3 cell phone application, two-way radio, email and text message of “Lockout” indicates that there is a problem in or near the school, and that students, faculty and staff should remain alert to the possibility that injury could occur if procedures are not followed. These announcements are initiated by the principal or his designee. Staff maintains constant visual supervision of their students. No students may move from one area to another until a staff member escorts them. Incidents that may lead to a “Lockout” include,

but are not limited to:

- a. Persons threatening to come on or near campus and cause a disturbance.
  - b. Upset visitors who may have a propensity to get violent.
  - c. A general disturbance with students.
  - d. Fights or violent activity between two or more persons.
  - e. A disturbance within the community or near the school that may escalate.
  - f. Problems at other schools that may upset or cause students and faculty concern.
  - g. Any situation the principal or administrator deems appropriate for lockout.
  - h. All students and staff should remain vigilant and report suspicious activity immediately to the sector monitor and campus security.
2. In the event of a “Lockout”, the following procedures shall be followed:
- a. Quickly gather all students in or around your classroom and bring them inside. If outdoors, shelter in place at the nearest Emergency Rally point if possible. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations.
  - b. Lock and close the doors and close all windows.
  - c. Do not allow students to enter or leave the classroom until they are dismissed by an administrator who visits the class. Ignore bells until you receive an ALL CLEAR from the office.
  - d. Conduct classes as normally as possible and remain calm.
  - e. Have class roster available.
  - f. Report attendance information to the office as requested.
3. “Lockdown”: An announcement by E3 cell phone application, two-way radio, email and text message of “Lockdown” is the most serious alert school officials can initiate. It is an immediate lockdown of your area.
4. Do not go outside. If outside, enter nearest securable building. Lock and secure all windows and doors, staying away from them. Turn off room lights. Personnel participating in outdoor activities should seek immediate shelter in the nearest securable building if available. Otherwise, shelter in place in the closest available natural cover such as trees, ditches, heavy equipment, etc. These announcements are initiated by the principal or his designee. However, each sector monitor should be prepared to initiate lockdown procedures for the personnel under their care when a threat is observed. Immediately call campus security/911 to report the threat and notify administration. “Lockdown” means there is a high probability of serious injury

or death to students, faculty, and staff if immediate action is not taken to secure students safely. This should be accomplished quickly while stopping all student, staff, and faculty movement. Several incidents may cause a “Lockdown” to be activated; these include but are not limited to:

- a. An active shooter scenario on or near campus.
  - b. An unwanted, potentially violent intruder on or near the school campus.
  - c. Threats received by school administration indicating danger may be imminent.
5. Lockdown Summary. The following procedures should be followed to ensure the safety of all students, faculty, and staff in the event of “Lockdown” activation:
- a. Quickly gather all students in and around your classroom and bring them inside.  
Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations.
  - b. Remain calm and quiet.
  - c. Close and lock all doors from the inside.
  - d. Do not allow anyone in or out of the classroom.
  - e. Turn off all the lights, close all shades and make sure windows are shut and locked.
  - f. Move students to an area away from sight through doors and windows. Remain silent.
  - g. Personnel participating in outdoor activities should immediately seek the best possible cover available.
    - i. This may be a barn, stable, heavy equipment, tree line, ditch, etc.
    - ii. Be observant, quiet, and still.
    - iii. All other instructions apply
  - h. The sector monitor should gather attendance information.
  - i. Remain in this environment **until law enforcement or staff physically opens your door and gives you the “all clear”**. Ignore all announcements, bells, and the fire alarm.
  - j. Should an intruder(s) enter an occupied area, each individual has to make a quick decision to Run, Hide, or Fight.
    - i. If you can safely flee the threat, do so – **RUN**
    - ii. If you cannot flee the threat, shelter in place and **HIDE**
    - iii. If you must engage the threat to survive – **FIGHT**
6. Evacuate: An announcement by E3 cell phone application, two-way radio, and text message of Evacuate.

- a. Sector monitors evacuate students, and staff in affected area and proceed immediately to the announced relocation area. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations. Have class roster available and carry the emergency evacuation backpack.
- b. Report attendance information to the office as requested. Ignore bells until you receive an ALL CLEAR from the office.
- c. Law Enforcement may be in command of the evacuation.
  - i. Follow all instructions of law enforcement officers.
  - ii. Immediately report any injuries or missing persons.

#### 7. Bomb Threat:

- a. Notify a sector monitor immediately upon rumor, threat of a bomb, or the appearance of a suspicious object.
- b. Bomb threats will be reported to law enforcement and evaluated by the ERT and treated seriously. It is likely that a threat will result in evacuating the building.
  - i. Do so in an orderly, calm fashion.
  - ii. Do not touch or move any packages, boxes, or book bags that are not your own. Leave all such items in the room. Be sure to stay with your group.
  - iii. Sector monitors will take account for personnel under their supervision by roll calls. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations.
- c. Bomb and Bomb Threat specifics
  - i. When a bomb is seen or a bomb threat is received, staff members should immediately call campus security and administration.
  - ii. The staff member receiving the bomb threat should use the bomb threat checklist to gather as much information as possible. (See attached)
  - iii. Report any unusual items or packages and their location.
  - iv. Call campus security immediately.

#### 8. EARTHQUAKE

- a. Earthquakes can strike at any time and without notice, usually causing incredible damage. If you feel the ground start to move or shake, immediately drop to the floor, cover your head and neck with your arms, and try to get under something solid and hold on. Try to stay away from items that could tip over or fall such as heavy bookcases or

large heavy light fixtures.

- b. Take cover under a sturdy desk, table, or bench, or against an inside wall. If there is no desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from windows due to breaking glass and open expanses in large rooms that could collapse. Be aware that the power may go out and alarms and sprinklers may activate.
- c. If you are outside, stay outside. Find a protective area, such as a ditch or low area in a location as free from the threat of falling debris as possible. Drop to the ground and lie flat. Stay away from structures that may collapse or fall.
- d. If inside, stay inside until directed by the sector monitor to evacuate or until the shaking stops. Resist the urge to run outside during the quake.
- e. If you are trapped under debris, try to remain calm. Tap onto something if possible or whistle. Shouting only as a last resort. Many people will likely be afraid, and shouting will only be drowned out by the confusion.
- f. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these situations.
- g. Report any injuries to the sector monitor or other rescue worker so you can be treated as needed.
- h. Earthquake Drills will be conducted in conjunction with the Great American ShakeOut on October 19, 2023.

## 9. EXPLOSION

- a. Seek protection under a desk or other substantial item just as in an earthquake. Duck, cover, and hold on to protect yourself. Stay away from windows to minimize injuries from flying glass.
- b. Listen for instructions to evacuate if the order is given. Utilize the same basic precautions as listed above in the earthquake section. Be sure to report any injuries to the sector monitor or rescue workers.
- c. Explosion specifics:
  - i. If an explosion occurs and debris is scattered in a classroom, students and teachers should immediately crawl under their desktops. Eyes should be held tightly closed and arms should be used to cover heads. If time permits, jackets or books or other such objects should be used to cover the head.
  - ii. If an explosion occurs while classes are conducting outdoor activities all persons

should seek shelter under stable structures as soon as possible. Duck, cover, and hold on until it is safe.

- iii. When the initial explosion has ended, staff and students should evacuate the building or shelter following normal evacuation routes. If normal routes are blocked, alternate routes should be used. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these situations.
- iv. When outside the building, each class should move quickly to a designated Emergency Rally Point. The sector monitor must maintain control over the staff and students for which he/she is responsible.
- v. These same protocols are to be used in the event an aircraft crash occurs on campus grounds.
- vi. Campus police will call the local fire department and/or other emergency agencies.
- vii. Campus Police/Security will go directly to the entrances to the campus and will direct all non-emergency traffic away from the incident area.
- viii. The principal will monitor the situation and will make decisions about moving groups of students away from areas that might be dangerous.

## 10. FIRE

- a. When a fire is seen by anyone, the nearest fire alarm should be activated. This is done by pulling a lever on the fire alarm switch. If a fire is observed during outdoor activities immediately notify the sector monitor on site who will contact campus police.
- b. When a fire alarm is heard, each sector monitor will activate the evacuation procedure which has been practiced. The procedure ensures that all windows are closed and that students make an orderly exit from the classroom. The last person out of the classroom will close the door.
- c. Students, staff, and teachers exit the building through the designated doors. If the primary evacuation route is blocked by fire, alternate routes are taken. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuations.
- d. When outside the building, each class moves quickly to the appropriate Emergency Rally Point. The sector monitors/teachers are required to maintain control over the students for which they are responsible.

- e. Campus police will call the local fire department and/or other emergency services.
- f. Should the fire occur on outside grounds, barns, or stables, sector monitors should immediately evacuate a safe distance from the fire on foot, assemble at the appropriate Emergency Rally Point and await transportation to a designated area. Evacuation routes must be considered which will not lead to entrapment.
- g. The principal will monitor the situation and will make decisions about moving groups of students away from areas that might be dangerous.
- h. Fire Specifics:
  - i. Yell "FIRE!" to alert others.
  - ii. Pull the fire alarm. Staff and Faculty can initiate an alarm through the E3 cell phone application.
  - iii. STOP, DROP, and ROLL if clothing is on fire.
  - iv. CRAWL LOW TO THE FLOOR under the smoke level when directed to evacuate if smoke is visible.
  - v. Thick smoke can make it impossible to see.
  - vi. Toxic chemicals in some smoke can be deadly if you breathe them in.
  - vii. CLOSE THE DOOR BEHIND YOU, You may help keep the fire from spreading.
  - viii. If you need to open a door to evacuate, feel the door handle and door first. If they are hot or if you see smoke coming out from under the door, DO NOT OPEN IT! Doing so could expose you to deadly heat and flames on the other side. Instead attempt to go to a window and escape or crawl for help. Your teacher or another staff member will assist you.
  - ix. NEVER return to a burning building to retrieve personal items!

## 11. SEVERE STORMS

- a. Severe storms could be in the form of a hurricane, tornado, or a severe thunderstorm. All are possible in our area. In the event of a hurricane, we would likely not be in school due to at least several days of warning. However, tornados and severe thunderstorms can develop rapidly and may give only a few minutes warning, or none at all. A lock down or reverse evacuation order will be given, and you should utilize precautions as in an earthquake.
- b. Persons who have been in tornados or severe thunderstorms often say they sound like

a train or 1000 horses running across the roof. If you are in a storm system and you hear such sounds, take cover immediately.

- c. DROP, COVER, and HOLD ON should be the first action you take. Warn others of the approaching storm. Attempt to get under a sturdy desk or other substantial item. Try to move to an interior wall away from windows and items that could collapse or fall on you. Listen for the evacuation, lockdown, or other order given by school officials. If you are outdoors, seek shelter in a low-lying area or ditch away from sources of flying debris as much as possible. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these incidents.
- d. Do not open windows or doors. Doing so only exposes you and others to the dangers of the storm or tornado.
- e. Tornado or Inclement Weather
  - i. When a tornado warning is issued, when community warning sirens are activated, or when a tornado is sighted, the tornado alarm will be sounded in the school building. Warnings should also be issued via two-way radio, the E3 cell phone application, text message, and email.
  - ii. Campus security will report directly to the principal all threatening conditions observed.
  - iii. Custodial, maintenance, and farm staff will report to assigned stations that are safe and will permit sight of weather conditions. They will report directly to the principal all threatening conditions.
  - iv. All students, teachers, and other school staff will move into the hallways and other designated areas. **(Students are to face wall with knees tucked holding book over their head)**. Teachers must take their class rosters and emergency evacuation backpacks with them.
  - v. All persons will assume the tornado preparation position. Sector monitors will observe students to be sure that they are in the proper positions at all times. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during tornados.
  - vi. After the storm passes, follow guidelines for preparing to evacuate as instructed.

## 12. HAZARDOUS MATERIALS

- a. There are numerous sources of potential hazardous material spills. Transportation of hazardous chemicals on adjacent major highways is a source of hazardous chemical

spills. Items in the school can also cause a hazardous incident. Use caution in any lab class. Some agricultural chemicals can be hazardous as well. Report unsafe conditions immediately.

- b. Listen carefully for the directions of school staff. Depending on the type of hazardous material, the school may take shelter in place or evacuate. Whatever order is given, do it quickly and quietly.
- c. If you see an unidentified liquid or see a suspicious plume of smoke, avoid it, and notify the sector monitor. Your evacuation will be re-directed. If you see open windows or doors, point these out to the teacher or staff.
- d. Warnings of a hazardous materials spill and/or potential exposure will be broadcast via the E3 cell phone application, text message, email, and two-way radio.
- e. Instructions will depend upon the nature and location of the hazardous materials incident.
  - i. A lockout may be initiated to diminish the threat of exposure and will include closing of all windows.
  - ii. An evacuation may be initiated when it is safe to relocate away from the incident.
  - iii. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these events.

### 13. INTRUDER OR ACTIVE SHOOTER (Criminal or Terrorist)

- a. An intruder can be something as simple as unknown parents walking the school hallway looking for their child, a criminal looking for items to steal, an unknown visitor sightseeing, or an active shooter. School staff will quickly direct the parent or visitor to the administrative office where they will log in as a visitor.
  - i. All visitors should first report to the Welcome Center at the main entrance and register their arrival and nature of their visit.
    - 1. Visitors must submit a valid ID to the security officer at the Welcome Center.
    - 2. ID's will be processed through the RAPTOR visitor management system which screens for persons registered as sex offenders.
    - 3. Routine visitors will be issued an identifying badge that denotes where they will be on campus.
  - ii. Report any suspicious person(s) or activities immediately to campus police.

- iii. A “Lockout” may be initiated if there is any concern or suspicion that the intruder is uncooperative or may pose a threat.
- b. Active Shooter: Unfortunately, there have been numerous incidents of school and mass shootings in recent years. Increased training and awareness of school personnel in preparation for such incidents is essential.
  - i. Many times, a potential shooter will post messages on websites such as Facebook or Twitter. They may make videos or write papers, poems, or songs glorifying shooting or killing others.
  - ii. They may also be suicidal and have mentioned this to friends. It is of the utmost importance that if you hear rumors of another student with a gun or someone brags about such an incident that you tell a teacher or staff member immediately.
  - iii. Active shooters are usually disgruntled students or employees and may sometimes work in pairs. They may have specific targets chosen from staff or other students, or they may just shoot anyone randomly.
  - iv. Our school is establishing a Behavioral Threat Assessment Team as defined by the South Carolina Department of Education to help screen, monitor, and report on persons who may be considered a threat to the safety of the school.
  - v. It is possible that our school could be a target of terrorists who work in teams similar to military units.
  - vi. Regardless of the type or number of shooters, they have one goal: to cause as much carnage and death as possible before being stopped by law enforcement or others.
  - vii. The vast majority of school shootings are over in a matter of minutes. They involve people known to one another, and are confined to a particular area.
  - viii. Persons may or may not receive advance warning of an active shooter. A witness, personal observation, or the sound of gunshots may be the only alert you receive and that leaves little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a "pop, pop, pop" noise. It is reasonable to assume that a series of such noises are gunshots, and you should begin to take necessary precautions immediately. Make sure you shout a warning to others.
- c. A lockdown will be instituted as soon as the school recognizes the threat of an active

shooter.

- i. All students must clear the hallways and common areas immediately. Teachers and staff will direct you into the nearest room. Go into the nearest safe area. If you are near a door or window, consider escaping to safety.
- ii. Once inside a room, it is extremely important that you remain quiet and unseen. An active shooter will be looking and listening for targets of opportunity. Stay away from doors and windows. Hide under anything that will conceal you. Silence your cell phone. If it rings, it could alert the shooter to your location.
- iii. If you are outside, the sector monitor will direct the group to shelter in place to the nearest available cover such as a barn, behind heavy equipment, trees, etc. Move away from the danger as quickly, and safely as possible. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these incidents.
- iv. If you try to disarm or confront the shooter, remember you could be injured or killed. This should be attempted only as a last resort and only when your life is in eminent danger. This is a personal decision you, and only you, can make. If you elect to do so, fight as if your life depends on it, because it does. Use anything you can find as a weapon. You could only have one chance, so think it through.
- v. When law enforcement arrives, they will be extremely aggressive. They will have their weapons out and ready. **DO EXACTLY WHAT THE POLICE SAY!** Do not argue; be aggressive, or uncooperative toward them. They will not know you or the shooter.
  1. Leave any book bags, purses, or jackets where they are. Evacuate immediately if told to do so. Do not interfere with the police or stop to talk to them unless you have information about the shooter. If you do see or know the shooter, be sure to pass this vital information on to authorities. Make mental notes of the type and color of clothing, number of shooters, type of weapons, height, gender, and race as well as general physical description of the shooter, and anything he/she may have said as well as direction of travel.
  2. As you evacuate, go past them to safety as directed. **ALWAYS** keep your hands raised and in plain view. The first officers on scene will likely not stop to assist the injured.

3. Their primary goal is to stop the shooter. Others will come to assist the injured. If you or someone else is injured but still able to move, evacuate or assist their evacuation. Try basic first aid such as controlling bleeding, CPR, or rescue breathing.
  4. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.
- d. Intruder, irrational student, or staff member. Specific Instructions:
- i. Sector monitors, all staff members and students will continuously survey halls, fields, roadways, etc. on campus throughout the day. If a stranger is observed on campus, that sector monitor will call or signal campus police by the most effective means available. Methods of communication could be the E3 cell phone application, mobile phone, text message, two-way radio, sound of voice, etc.
  - ii. The sector monitor who sees the stranger will call to that stranger and will ask him or her to go directly to the Welcome Center. Most strangers will simply be legitimate visitors looking for a specific location. If the stranger does not respond or acts in a strange manner, the monitor will continue to observe the stranger while immediately contacting campus security for assistance.
  - iii. In the event of an uncooperative stranger or irrational person:
    1. When faculty and staff are aware that a sector monitor is calling for assistance, they should immediately close and lock the classroom door if inside. If students are outdoors, faculty and staff will direct students to shelter in place or, if possible, relocate to a secure location. Under no circumstance are faculty and/or staff to leave the students.
    2. The responding officer will alert the principal of the situation.
    3. The principal will respond appropriately with the proper campus wide alert and warning. Most likely this will be a call for campus "LOCKDOWN." Campus security will notify local law enforcement immediately.
    4. The sector monitor should warn the students of the possibility of danger, follow "LOCKDOWN" procedures, and instruct students to move to the

floor under their desktops and remain calm if inside. If outdoors, the sector monitor will either shelter in place or relocate to a secure location if safe to do so. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during “LOCKDOWN” situations. (Sector monitors should continuously make plans on how to respond to incidents when in the various outdoor areas on campus.)

5. Inside the school, the teacher should come to a safe place near the locked door and do whatever is necessary to keep the intruder out of the classroom. That may mean the teacher must use a hard object to strike at any hand that tries to come in through a window or to unlock the door.
6. The monitor at the end of the hall observes from a safe vantage point and keeps track of the intruder’s movements. The monitor must know into which classroom the intruder has gone if he/she leaves the hallway.
7. The office staff maintains an open phone line with campus police while the principal or his or her designee moves to the area where the intruder is observed. The other monitors begin moving through their hallways, asking teachers to close and lock classroom doors. Custodial staff will assist in the lockdown procedure by monitoring hallways where they are currently located.
8. As long as the intruder does not physically endanger students or staff, he/she is simply observed until law enforcement officers arrive. If a student or staff member is endangered, the principal, the monitor, and the custodial staff should do whatever is necessary to draw the attention of the intruder away from students and staff members.
9. Our campus has adopted the Standard Response Protocol endorsed by the “I Love You Guys Foundation.” This SRP is commonly utilized throughout our state. The SRP poster is noted below:

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## 14. Flooding

- a. The De La Howe campus is located on a rather prominent ridge forming a peninsula in Strom Thurmond Lake.
- b. Large scale flooding due to rain will be unlikely.
- c. Flash flooding in low lying areas is common.
  - i. Staff and students should use caution and avoid driving through flooded roadways.
  - ii. Flooding may occur in underground basements and floors of buildings and residences.
    1. If flooding in these areas is identified DO NOT enter these areas.
    2. Notify the school maintenance department immediately and avoid electrical hazards.
    3. Evacuation may be appropriate and will be directed by the sector monitor. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during these incidents.

## 15. Dam Break

- a. The De La Howe campus is located on a rather prominent ridge forming a peninsula in Strom Thurmond Lake.
- b. In the extremely unlikely event of a dam break upstream, the entire campus will be evacuated by buses to a safe reunification site north of the campus.
- c. The evacuation route will be out of the main entrance, north on Richey Road, and then north on Highway 28 towards Abbeville.
- d. Since the campus is surrounded by secondary tributaries, advanced warnings from the Corps of Engineers should provide ample time for safe evacuation.

## 16. Evacuation

- a. On campus reunification:
  - i. When appropriate, the President will issue instructions to safely move students and staff to an onsite location.
  - ii. Examples of such an emergency would be fire, storm, and explosion, etc. It would involve damage that is isolated to an outlying part of campus that does not negatively affect campus residences, the cafeteria, classrooms, and the Wellness Center.
  - iii. Notification methods include the E3 cell phone application, campus two-way radios, and cell phones using the OneCall emergency notification system.
  - iv. During school hours each sector monitor will guide students to the nearest Emergency Rally point and conduct a roll call. Most likely, groups will already be assembled at these areas during an emergency. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during evacuation.
    1. Each sector monitor should be assigned an emergency evacuation backpack to be carried during the evacuation and reunification.
    2. If a student(s) is not present for roll call the sector monitor is to notify Campus Security to initiate a search.
    3. Utilize communications tools such as the E3 cell phone application, two-way radios, and cell phones initially to locate missing students.
    4. Use these same measures for missing staff and visitors.
  - v. Remain at Emergency Rally points until transportation to the reunification site arrives.
  - vi. The president will designate the appropriate reunification site based on the

location of the incident. Currently, the Cafeteria should be utilized as the on-campus reunification location.

- vii. The ERT will be activated and present to assist with assembly and instructions at the reunification site.
- viii. The President or designee will have the following evacuation kit available at the reunification site.

1. Laptop computer with relevant student information.
2. Master student and staff roster
3. First Aid Kit and First Aid Manual
4. Two-way Radios
5. Cellular phones
6. Master Telephone List
7. A copy of the School Safety Plan/Manual
8. Pens, pencils, and paper
9. Bull Horn
10. Critical student medications
11. Orange safety vests

- ix. Once transportation arrives at each Emergency Rally Point the Sector Monitor will ensure each student and staff member loads into the vehicle orderly. Sector monitors will ensure that students and staff with accessibility or special needs will be assisted directly or by a designee during this process.

1. If law enforcement is present, follow their instructions.
2. Follow these same procedures in reverse upon arrival at the reunification site.
3. A cumulative roll call will be conducted at the reunification site. Immediate searches will be initiated for any persons not present.

b. Animal and Livestock Evacuation

- i. In the event of a widespread disaster, such as a forest fire, which threatens the safety of animals and livestock living on campus, the decision to evacuate and relocate these animals will be coordinated by the Agriculture Lab Program Coordinator and the School Principal and/or President.
- ii. If necessary, affected animals will be moved to pastures belonging to Wes McAllister located in the Mt. Carmel community, approximately eight miles from

campus.

iii. Animals will be transported via campus trucks and trailers.

c. Off Campus Reunification

- i. When appropriate, the President will issue instructions to safely move students and staff to an off-site location.
- ii. Examples of such an emergency would be any weather-related incident such as an earthquake, fire, explosion, chemical spill, or criminal or terroristic attack which involves the majority of the campus.
  1. Large scale criminal and terroristic acts will result in an overwhelming response from numerous law enforcement agencies and first responders.
  2. The law enforcement command agency will assume immediate control of the campus.
  3. The campus will continue to be on a guarded lockdown status and designated as a crime scene.

17. Reunification

- a. This school will utilize the Standard Reunification Method published by the “I Love You Guys” Foundation. (See attachment)



**STANDARD™  
REUNIFICATION METHOD**

**STUDENT/PARENT REUNIFICATION**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

**NOTIFICATION**

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

**PARENT/GUARDIAN EXPECTATIONS**

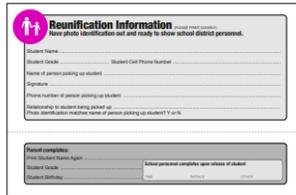
If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

**WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

**WHAT IF THE STUDENT DROVE TO SCHOOL?**

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



**Reunification Information**  
Have photo identification out and ready to show school district personnel.

Student Name: \_\_\_\_\_ Student Cell Phone Number: \_\_\_\_\_  
 Student Grade: \_\_\_\_\_  
 Name of person picking up student: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Phone number of person picking up student: \_\_\_\_\_  
 Please check (circle) whether name of person picking up student is in Is

**Parent Signature**  
 Print Student Name Again: \_\_\_\_\_  
 Student Grade: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_

**HOW IT WORKS**

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

**REUNIFICATION CARDS**

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

**BRING ID TO CHECK IN**

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

**INTERVIEWS AND COUNSELING**

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



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- b. On campus
  - i. The John C. Shiflet Building will be used for on-site reunification during the school day.
  - ii. When school is not in session the cafeteria will be used for on-site reunification.
  - iii.
- c. Off Campus
  - i. The primary off campus reunification site for our campus population is McCormick First Baptist Church, 108 S Oak St, McCormick, SC 29835.
  - ii. Secondary reunification sites include the old McCormick High School located at 516 Mims Drive, McCormick, SC 29835.

**18. Incapacitated Staff Member**

- a. If a staff member in charge of a class or group of students becomes incapacitated, a student should call the main office. If this system does not work, a student should go immediately to the office and notify an administration staff member. The principal or designee should go immediately to the classroom. If this occurs outdoors, students should notify call campus security immediately.

- b. In the meantime, one or more students should go immediately to the nearest classroom, and should tell that teacher of the problem. The teacher should go immediately to the aid of the incapacitated teacher.
- c. The secretary should place a call to 911 immediately followed up by a call to the school nurse.

#### 19. Assault on a Student or a Staff Member

- a. If a student or staff member is assaulted, students should leave the scene immediately and seek help from the nearest teacher, or from the office. If outdoors students should call campus security immediately.
- b. In the event of an assault on a student or staff member, other staff members that witness the assault should do everything possible to distract the assailant--short of risking bodily harm to themselves.
- c. The office will immediately notify the School Resource Officer and campus security for intervention and response.

#### 20. Kidnapping or Missing Person Situation

- a. If a student is kidnapped or taken hostage, the responding sector monitor is to call the SRO, and campus security immediately. Local law enforcement will be notified and provided as much information as possible. The ERT will be convened and supplied all available information.
- b. Witnesses to the kidnapping or hostage-taking should make every effort to get a description of the person or persons involved. Witnesses should make every effort to identify the car or other means of escape, and should try to get the license number of the vehicle.
- c. Witnesses should note the direction in which the person leaves the campus.
- d. Campus security will follow AMBER Alert guidelines.

#### 21. Injury and/or Vehicle Accident on Campus

- a. When an injury or a vehicle accident occurs on campus involving injury that sector monitor will notify 911, campus security and the school nurse immediately. The Principal will be notified immediately afterwards. Appropriate first aid will be initiated until medical staff arrives on scene to take command.
- b. The sector monitor will conduct a roll call of all students and staff.
- c. When injuries occur, the principal will print or have printed a list of the involved students

- including copies of signed medical releases provided by parents.
- d. The principal or his designees will notify the president and affected parents.
  - e. The principal will go directly to the site of the accident.
    - i. The principal will have individual student information for those involved in the accident forwarded to the appropriate medical
    - ii. provider immediately via email, fax or by hand directly to first responders.
    - iii. Appropriate staff members will be directed to accompany students to emergency medical treatment to the extent allowed by attending EMS.
  - f. If there are no injuries the appropriate sector monitor will notify campus security and the Principal.

## 22. Vehicle Accidents and Injuries off Campus

- a. Involving students:
  - i. Before leaving campus with students an approved driver will leave a detailed passenger list with the principal's office. Passengers should leave and return in the same vehicle. A copy of the passenger list will be kept with a staff chaperone.
  - ii. A map of the routes to and from the field trip destination will be left at the school and will be clearly marked to show the routes. The departure time and expected return time will be noted.
- b. In the event of off campus injuries and/or accident involving students the designated sector monitor for the trip will immediately call 911 emergency services.
- c. The sector monitor or his designee will notify the principal and president of the accident and provide available details.
- d. The principal will use the rider list to notify parents. The location or conditions of students will be conveyed to parents.
- e. The principal will remain at the school while the directed school staff members go directly to the site of the accident and to hospital locations. Those who go to remote sites will carry a copy of the rider lists with them which can be faxed to them or picked up at the school before leaving to go to the site.
  - i. The principal will have individual student information for those involved in the accident forwarded to the appropriate medical
  - ii. provider immediately via email, fax, or hand delivered by designated personnel.
  - iii. If needed, the principal will provide a meeting location in the school for parents and school/district personnel.

## 23. Loss of Life

- a. Tragedy can occur at any time. While we try to prevent injury and death we must also be prepared for the loss of life when it happens.
- b. On campus
  - i. Immediately notify campus police and call 911 for first responders.
  - ii. Notify the president.
  - iii. The ERT will be activated.
  - iv. Remove all non-essential students and staff from the scene.
  - v. Leave the incident location as it was.
  - vi. If not already present, responding law enforcement and EMS will take charge of the incident.
  - vii. Emergency notification protocol will be initiated by the ERT.
  - viii. When appropriate, emergency evacuation and reunification protocol will be initiated.
  - ix. Information will be released to students, staff, and media per the ERT.
  - x. Post trauma services will be provided.
- c. Off campus
  - i. Sector monitor will call 911 for law enforcement and emergency responders if they are not already on scene.
  - ii. Law enforcement will take charge of the incident upon arrival.
  - iii. Notify the president.
  - iv. The ERT will be activated.
  - v. Remove all non-essential students and staff away from the scene.
  - vi. Do nothing to alter the incident location.
  - vii. Emergency notification protocol will be initiated by the ERT.
  - viii. When appropriate, emergency evacuation and reunification protocol will be initiated.
  - ix. Information will be released to students, staff, and media per the ERT.
  - x. Post trauma services will be provided.

## 24. Pandemic/Epidemic Influenza Protocol

- a. According to the Center for Disease Control (CDC), “an influenza **pandemic** is a global outbreak of a new influenza A virus. **Pandemics** happen when new (novel) influenza A viruses emerge which can infect people easily and spread from person to person in an

efficient and sustained way.

- b. There have been several such outbreaks in the past with the most recent being the COVID 19/Coronavirus.
- c. Some outbreaks may be preceded by advance warning. Others, such as the H1N1/Avian Flu, can strike suddenly with disastrous effects.
- d. The response protocol recommended by the CDC, South Carolina Department of Health, and Environmental Control (DHEC), and South Carolina Department of Education will be followed.
- e. The campus nurse will establish and maintain a working relationship with the local health department.
  - i. In the event of more than common illness related absences the nurse will notify the McCormick County Health Department of the number of reported illnesses and symptoms.
  - ii. For localized outbreaks and epidemics, mitigation measures up to temporary school closures may be necessary as approved by the President.
    1. Parents will be notified of the closure and will be responsible for returning their child to home for care.
    2. Deep cleaning and disinfecting will be conducted prior to campus reopening.

## **CONCLUSION**

This emergency operation plan is intended as a guide for response and preparation to the most common types of critical incidents. The plan provides a general approach to each situation listed and does not attempt to provide detailed procedures for each calamity that could possibly occur. Each incident is unique and the success to which an agency responds depends upon the knowledge, training, level of communication, and preparation of the staff members responsible. The information provided is based upon current models, recommendations, and training provided by state and federal law enforcement, emergency management, and educational authorities. Planning and guidance for student safety is a fluid process and this plan should be reviewed and revised on a regular basis as technology, trends, and growth occurs.

Each department is responsible for the dissemination of the emergency operations plan and training for its staff. Each staff member, faculty member, active volunteer, and student is encouraged to

review the emergency procedures provided and to practice vigilance and personally develop their own response skills.

This plan does not form a contract between the student or staff member and the Governor's School for Agriculture at John de la Howe.